

AP Journal Corrections

You can do a journal in AP (Accounts Payable) when wanting to make corrections to an AP voucher. Auditors prefer you correct your errors in AP instead of General Ledger because of the following reasons:

- (1) Both the original voucher and correcting journal entry are done in the Accounts Payable Module.
- (2) It provides a better audit trail to the original voucher.

Before you begin, you should have the **Voucher Number** and the **Vendor Number** of the AP voucher you are correcting.

The navigation is the same as when you are entering a regular payment in AP.
Accounts Payable > Vouchers > Entry > Regular Entry

The screenshot shows the Oracle AP Voucher Entry interface. At the top, the Oracle logo is on the left, and navigation links (Home, Worklist, MultiChannel Console, Add) are on the right. Below the logo is a 'Voucher' section with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains several fields: Business Unit (11000), Voucher ID (NEXT), Voucher Style (Journal Voucher, highlighted with a red circle), Control Group ID, Short Vendor Name, Vendor ID, Vendor Location, Address Sequence Number (0), Invoice Number, and Invoice Date. An 'Add' button is at the bottom left. Below the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

On the Voucher Style drop down, choose **Journal Voucher**

Enter the Vendor ID.

For the Invoice Number, several agencies I have talked to are using the same invoice number as on the original AP Voucher, but are putting JV in front of it. For example, if the original invoice number was 467, then you would enter JV467.

The Invoice Date can either be the original or the date you are doing the AP Journal correction.

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[Home](#)
[Worklist](#)
[MultiChannel Console](#)
[Add to Fe](#)

[New Window](#)
[Help](#)
[Custo](#)

[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Accounting Information](#)

Style: Journal

Entry Status: Open

Comments

Unit: 11000

Voucher ID: NEXT

Budget Status: Not Chk'd

Post Status: Unposted

Vendor

[Advanced Vendor Search](#)

Vendor: 0000000157

Name: ASTD-001

Location: MAIN

*Address: 4

AMERICAN SOCIETY FOR TRAINING & DEV INC
CHOOSE LOCATION
XXXX, ND 00000

Invoice

Invoice No: JV5689

Invoice Date: 05/16/2007

Acctg Date: 05/16/2007

Pay Terms: Now

Related Voucher:

Total: 0.00

*Curr: USD

Balance: 0.00

Invoice Lines

Find | View All First 1 of 1 Last

1 *Dist by: Amt SpeedChart

Item

Description

Quantity

UOM

Unit Price

Extended Amt

0.00

Use One Asset ID

Distribution Lines

[Customize](#)
[Find](#)
[View All](#)
[First](#)
[1 of 1](#)
[Last](#)

ChartFields

Exchange Rate

Statistics

Assets

Amount

Quantity

*GL Unit

Budget Date

Oper Unit

*Account

Fund

Department

Class

Projects

OpenItem

1

0.00

11000

05/16/2007

Projects

Save

Notify

Refresh

Add

Update/Display

[Invoice Information](#)
[Payments](#)
[Voucher Attributes](#)
[Accounting Information](#)

On the Invoice Tab you will see a box call Related Voucher, you can either use the lookup glass to enter the AP Voucher you are correcting or you can just key it in.

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Home | Worklist | MultiChannel Console | Add to

[New Window](#) | [Help](#) | [Cus](#)

Invoice Information | **Payments** | **Voucher Attributes** | **Accounting Information**

Style: Journal **Entry Status:** Open **Comments**

Unit: 11000 **Voucher ID:** NEXT **Budget Status:** Not Chkd **Post Status:** Unposted

Vendor

[Advanced Vendor Search](#)

Vendor: 0000000147

Name: ADVANCED-001

Location: MAIN

***Address:** 1

ADVANCED MECHANICAL INC
1415 AIRPORT RD
BISMARCK, ND 58504

Invoice

Invoice No: JV5689

Invoice Date: 05/16/2007 **Acctg Date:** 05/16/2007

Pay Terms: Now

Related Voucher: 00005537

Your correcting voucher will always be for a zero dollar amount, because you correcting chartfields only.

Total: 0.00 ***Curr:** USD **Balance:** 0.00

This is the original AP Voucher you are correcting.

Invoice Lines [Find | View All](#) First 1 of 1 Last

1 *Dist by: Amt ☐ SpeedChart ☐

Item	Description	Quantity	UOM	Unit Price	Extended Amt
					0.00

☐ Use One Asset ID

Distribution Lines [Customize | Find | View All](#) First 1-2 of 2 Last

ChartFields	Exchange Rate	Statistics	Assets							
Amount	Quantity	*GL Unit	Budget Date	Oper Unit	*Account	Fund	Department	Class	Projects	OpenItem
1	-100.00	11000	05/16/2007	110	684015	298	8130	11050	Projects	
2	100.00	11000	05/16/2007	110	684015	298	1000	11050	Projects	

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Accounting Information](#)

In the above example, we are correcting the Department code from 8130 to 1000. When you are correcting funds, you will need to do a cash entry for each of the funds. Please see example below. The original transaction was paid out of Fund 298 and should have been paid from 001 General Funds. In this example, you can see the correcting cash line entries moving it from one fund to another.

Invoice Information [Payments](#) [Voucher Attributes](#) [Accounting Information](#)

Style: Journal Entry Status: Open [Comments](#)
Unit: 11000 Voucher ID: NEXT Budget Status: Not Chkd Post Status: Unposted

Vendor		Invoice	
Advanced Vendor Search		Invoice No: JV5689	
Vendor: 0000000147		Invoice Date: 05/16/2007	Acctg Date: 05/16/2007
Name: ADVANCED-001		Pay Terms: Now	
Location: MAIN		Related Voucher: 00005537	
*Address: 1			
ADVANCED MECHANICAL INC 1415 AIRPORT RD BISMARCK, ND 58504		Total: 0.00	*Curr: USD Balance: 0.00

Invoice Lines

Find | View All First 1 of 1 Last

1 *Dist by: Amt SpeedChart ☐

Item	Description	Quantity	UOM	Unit Price	Extended Amt
					0.00

☐ Use One Asset ID

Distribution Lines

Customize | Find | View 1 | First 1-4 of 4 Last

ChartFields	Exchange Rate	Statistics	Assets								
Amount	Quantity	*GL Unit	Budget Date	Oper Unit	*Account	Fund	Department	Class	Projects	OpenItem	
1 -100.00		11000	05/16/2007	110	684015	298	8130	11050	Projects		
2 100.00		11000	05/16/2007		105251	298			Projects		
3 100.00		11000	05/16/2007	110	684015	001	8130	11050	Projects		
4 -100.00		11000	05/16/2007		105251	001			Projects		

Once you have completed your correcting entries, you can budget check the voucher and send it off to the approval process.